

## General Instructions

As an assessor, you must file an AAR for each municipality you assess. In this report you summarize and explain to the municipality, the assessment work you performed for the current assessment year.

If you have questions regarding the AAR, email [Education and Certification](#).

## Informing the municipality

- Explain the work you performed so the municipality is able to understand your work, yet keep enough detail so the Wisconsin Department of Revenue (DOR) is able to answer any questions about the work you performed
- If your explanation is too technical, the municipality (is not made up of assessment professionals) will not understand it
- Schedule time during the first meeting of the Board of Review (BOR) to review either the draft or final version of the AAR

## General Tips

1. **"Tab" key** – use the "Tab" key to navigate through the form; do not use the "Enter" key
2. **Zip + 4** – do not enter the dash in the zip + 4 (ex: enter 123456789 instead of 12345-6789)
3. **Year** – dates require a 4-digit year
4. **File** – MAR, TAR and ECR **before** completing the AAR
5. **Parcel counts and acres** – auto-fills from the Statement of Assessment (SOA)
  - If you did not file the SOA, the fields are blank
  - After filing the SOA, these fields will auto-fill in the AAR
6. **Symbols**
  - Use only the following symbols: # / . ' + \_ % : @ = ; ( ) ? -
  - Other symbols may cause errors
7. **Split District**
  - If the municipality is a split district (located in more than one county), use the primary portion (county) to file the AAR
  - **Example:** Wisconsin Dells is in four counties, Columbia, Sauk, Adams and Juneau counties. The assessor must file the AAR using Columbia County co-muni code (11-291) since Columbia County is the primary portion.
8. **Notes/explanation/attachments area** – there is a box at the end of each section where you can enter more information or check a box to attach additional documents

## Completing the AAR

1. **AAR contains information that explains**
  - Work you performed
  - Your market and trend analyses
  - Methods used to develop your land and improved parcel valuations
  - Assessment statistics

**Note:** Assessors are required to follow state law and the *Wisconsin Property Assessment Manual (WPAM)*.
2. **While completing the AAR, review the following**
  - These AAR instructions
  - Wisconsin Property Assessment Manual ([WPAM](#))
3. If you are filing an AAR for more than one municipality, make sure to save each separately. It's best to complete one report before starting another.
4. **Accessing the AAR**
  - **From our website**
    - » [Assessor page](#) – located under "Online Services"
    - » [Property Assessment Forms page](#)
  - [Direct link to the 2017 AAR report](#)

## 5. Report format tips

- **AAR is a fill-in Adobe PDF form** – you can tab through the entry fields, attach related documents and save the file to your computer
- **Watch for these symbols throughout the form**



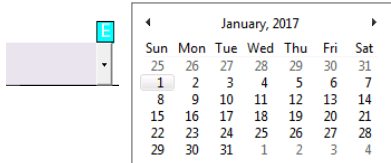
**Blue boxes** – throughout the form, you will see blue boxes with a question mark. These boxes are next to fields that need further instructions.



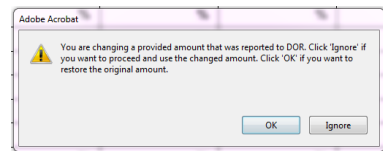
**Red boxes** – if there is an error or missing information, you will see a red box with an "X." If you hover over the box, you will see the error message. A red box is an indicator that a value is required.



**Yellow boxes** – if an entry is above or below the anticipated parameters OR a change was made to a pre-filled field. A yellow box with an exclamation point will appear. If you hover over the box, the message will suggest you verify the entry.



**Green boxes** – with an "E" are present in date fields. A drop down box will appear providing a date for selection.



**Pre-filled fields** – are found in Section 2 scope of work and Pre-filled information reported in 2016 can be changed. If changes are made a pop up box will ask if you want to make changes. Click "**Ignore**" to override these pre-filled numbers.

- **Negative numbers** – when you enter just a number, it is positive. If you wish to enter a negative number you must enter the minus sign before the number.

## 6. Submission due date

There are two different submission due dates.

- **First due date** – delivery of the report to the municipality. Deliver the original AAR to the municipality before the Board of Review (BOR) begins. If your AAR is not complete at time of the BOR, save it as a reusable copy and provide the available information to the BOR. Upon completion, provide the BOR the final version.
- **Second due date** – submit your report to DOR within 30 days after the final adjournment of the BOR

# Report Instructions

## Steps to complete the AAR

Submit your completed MAR, TAR and ECR before completing and submitting your AAR.

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## To begin filling your AAR

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Open the report and save it to your computer (ex: to folder or desktop). **Note:** Be sure to save it as a **reusable copy**. For more information on reusable copies, see page 15 of these instructions (Saving and Submitting the Report).

### 1. Re-open your AAR from our website

- Save AAR as a re-useable form
- Make sure the other reports are filed
- Open the saved AAR and the cells should be filled in for you

### 2. Use the "Tab" key to navigate through the form; **do not use the "Enter" key since errors may result**

### 3. Update the report as your valuation work progresses during the year

### 4. To prevent losing data while you're filing, save the report often

### 5. Complete the entire form (ex: checkboxes, lines, boxes, tables)

### 6. Adding attachments



➔ **a.** Add attachments by clicking the paperclip icon in the upper left margin of the report



➔ **b.** Then click the Add button on the Attachments panel (left column). Navigate to your directory with the attachments and click the document to attach your file.

**c.** Attachments become part of the report and are saved with the report

**d.** Use the same paperclip icon to remove, change or add more files

### 7. If the text you enter becomes too small, attach an extended explanation

## Municipal Information/Report Type (p. 2)

- Co-muni Code** – enter the municipal number ([revenue.wi.gov/pubs/slf/muninbrs.pdf](http://revenue.wi.gov/pubs/slf/muninbrs.pdf)) or select the county, municipality type and name from the drop down menus before selecting Report Type

Assessment Year <b>2017</b> ORIGINAL	Co-muni Code <input type="text" value="01002"/> - OR -	<div>ADAMS</div> <div>&lt;Select a County&gt;</div> <div>ADAMS</div> <div>ASHLAND</div> <div>BARRON</div> <div>BAYFIELD</div> <div>BROWN</div>
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- Report Type** – select from the dropdown menu: Full Revaluation, Exterior Revaluation, Interim Market Update or Maintenance

Report Type
Full Revaluation
<Select Type>
Maintenance
Interim Market Update
Full Revaluation
Exterior Revaluation

### Number of pages in report:

- Full Revaluation, Exterior Revaluation or Interim Market Update – 18 pages
- Maintenance – 9 pages (through Section 3)

**Note:** Review Chapter 4 of the WPAM to determine the type of assessment you completed.

## Assessor Information (p. 2)

- Assessor or Assessment Firm** – field auto-fills with the information DOR has on file for the municipality
- Person signing assessment roll affidavit** – enter name of the person who is signing the assessment roll affidavit and for that same person select from appropriate dropdown:
  - His/her certification level
  - His/her certification expiration date
- Person completing form** – this is the person who logged on with a WAMS ID. Provide his/her:
  - Certification level
  - Email address
  - Certification expiration date
  - Phone number
- Note:** Assessors assigning staff to complete the AAR take responsibility for the information provided

Assessor Information			
<b>Assessor or Assessment Firm</b>		<b>Person completing form</b>	
Name ASSOC APPR CONSULTANTS,INC		Name Teresa Mahoney	
<b>Person signing assessment roll affidavit</b>		Certification level	Certification expiration date
Name Affidavit Signer		Assessment Technician	9/15/2017
Certification level	Certification expiration date	Email	
ASSESSOR 1	9/15/2017	completer@ee.com	
Primary assessor since (mm/dd/yyyy)		Phone	
1/15/2017		(123) 456-7890	
Assessor comments:			
Assessor Comments			

Fields auto-fill from the current and prior MARs.

Assessment Information			
<b>Current</b>		<b>Assessment software</b>	
Assessment type	Estimated level of assessment %	Name	
MAINTENANCE	100.00	Market Drive	
Board of Review final adjournment date		Version used	
Empty		2014.6.60	
<b>Historical</b>		Year of last update	
Year	Type	2016	
2015	MAINTENANCE		
2014	MAINTENANCE		
2013	MAINTENANCE		

## Besides the assessor, who completed the assessment (p. 2)

- Enter information for anyone who helped complete the assessment (ex: field staff, measurer)
- If more than one person helped, check the Check Box (1) and attach your file(s)

Besides the assessor who, completed the assessment (if applies)			
Name (ex: field staff, measurer)		Assessor certification level	Certification expiration date
Other Assessor		Assessor 1	9/15/2017
Company name (if applies)		Email	
Other Assessor Company		tt@ee.com	
Address		Phone	
123 Church St		(123) 456-7890	
City	State	Zip	
Anytown	WI	53121	

1. ☐ Check if you are providing an attachment(s), labeled: Additional staff

## Section 1 – General Municipality Information (p. 3-4)

**Municipality general description** – enter location, land area, lake and river description, demographics, and types of industry for the municipality

- Information is auto-filled from the prior year AAR
- Make sure to update as needed

**Summary of Requirements** – enter dates, check the appropriate boxes, and enter figures requested regarding the statutory requirements. **Note:** Number fields auto-format with commas.

### Row Instructions

Some of these fields auto-fill from other reports. Review each row and enter a number or select a date as needed. Also, be sure to check a box (Yes, No, NA) if applicable.

B. Check boxes or fill in blanks of all that apply:	
Summary of Requirements	Date or Number
1. Assessor's oath of office	
2. Mailed Notice of Changed Assessment	06/15/2017
3. Signed affidavit and attached to roll	06/15/2017
4. Submitted to Wisconsin Department of Revenue (DOR):	
• Exempt Computer Report (ECR)	
• Municipal Assessment Report (MAR)	06/13/2016
• Tax Incremental District Assessment Report (TAR) <input checked="" type="checkbox"/> NA	
5. Corrections and omissions discovery:	
• Discovered and corrected omitted real or personal property <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
• Provided property owners with written notice on their appeal rights <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
6. Open Book information:	
• Date of first Open Book	05/11/2017
• Number of parcels reviewed	10
• Number of changes of value due to Open Book	5
• Revised notices sent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
7. Board of Review (BOR) information:	
• Date of first BOR	05/17/2017
• Reschedule date if needed <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
• Assessor attended BOR to defend assessments <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. Palpable errors or omitted parcels:	
• Reviewed and revalued property in error and certified value with clerk <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
• Verified with clerk, palpable error or omitted property was added to the roll <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
9. Property inspection:	
• Number field inspected	25
• Inspection type <input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input checked="" type="checkbox"/> Drive-by	

1. **Assessor's oath of office** – auto-filled from the prior year AAR and can be updated
2. **Mailed Notice of Changed Assessment** – select date from dropdown calendar
3. **Signed affidavit and attached to roll** – select date from dropdown calendar
4. **Submitted to DOR: ECR, MAR and TAR** – dates are auto-filled if applicable
5. **Corrections and omissions discovery**
  - Discovered and corrected omitted real or person property – check which applies "Yes, "No" or "NA"
  - Provided property owners with written notice of their appeal rights – check which applies "Yes, "No" or "NA"
6. **Open Book Information**
  - Date of first Open Book – select date from dropdown calendar
  - Number of parcels reviewed and number of changes or value due to Open Book – enter number
  - Revised notices sent – check which applies "Yes, "No" or "NA"
7. **Board of Review (BOR) information**
  - Date of first BOR – select date from dropdown calendar
  - Reschedule date if needed – check which applies "Yes, "No" or "NA"
  - Assessor attended BOR to defend assessments – check "Yes or "No"
8. **Palpable errors or omitted parcels**
  - Reviewed and revalued property in error and certified value with clerk – check which applies "Yes, "No" or "NA"
  - Verified with clerk, palpable error or omitted property was added to the roll – check which applies "Yes, "No" or "NA"
9. **Property inspection**
  - Number field inspected – enter total number of field inspections (ex: property that sold, new construction, building permits, annexations, classification) completed for that assessment year
  - Inspection type – check which applies "Interior, "Exterior" or "Drive-by"

B. Check boxes or fill in blanks of all that apply:	
Summary of Requirements	Date or Number
10. Property sale(s) - number in municipality in year prior to assessment date	50
11. Valid sales:	
• Reviewed for validity	10
• Total number of valid sales	10
• Number inspected	10
12. Conducted ratio study for:	
• Previous assessment date <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
• Current assessment date <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
13. Building permits:	
• Total number of building permits	15
• Number field inspected	15
14. New construction:	
• Number of inspections	5
• Analyzed new construction <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	
15. Agricultural parcels	
• Total number of parcels	9
• Total number of inspections	22
• Type of inspections <input type="checkbox"/> Onsite physical inspection <input type="checkbox"/> Drive-by <input checked="" type="checkbox"/> Online maps, aerial photos <input type="checkbox"/> Other	
16. Updated agricultural land values using DOR's use-value rates adjusted to overall assessment level for current year as determined by assessor <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
17. Income-producing properties:	
• Collected income and expense information <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
• Calculated from market or obtained from a credible source <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
18. Personal property:	
• Discovered <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
• Date returns sent <input checked="" type="checkbox"/> NA	05/14/2017
• Valued <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	

10. **Property sale(s) - number in municipality in prior to assessment date** – select date from dropdown calendar

**11. Valid sales**

- Reviewed for validity – enter number of sales you reviewed for validity
- Total number of valid sales – enter total number of valid sales (Note: if the number of valid sales does NOT match the Section 3 – Assessment Statistics Residential and Commercial Totals (page 7), explain the differences in the Assessment Statistics Notes box on page 7 or check box #4 and include attachment.
- Number of inspected – enter number of inspections completed for only valid sales

**12. Conducted ratio study for**

- Previous assessment date – check which applies "Yes, "No" or "NA" Note: checking these boxes "YES" requires completion of Section 3 – (P.7) Assessment Statistics.
- Current assessment date – check which applies "Yes, "No" or "NA"

**13. Building permits**

- Total number of building permits – enter total number
- Number field inspected – enter number you field inspected (with building permits)

**14. New construction**

- Number of inspections – enter number of inspections completed for only new construction (may not include building permits)
- Analyzed new construction – check which applies "Yes, "No" or "NA"

**15. Agricultural parcel**

- Total number of parcels – total number of agricultural parcels
- Total number of inspections – enter inspections completed for only agricultural classification
- Type of inspections – check which applies "Onsite physical inspection," "Drive-by," "Online maps, aerial photos" or "Other"

**16. Updated agricultural land values using DOR's use-value rates adjusted to overall assessment level for current year as determined by assessor** – check which applies "Yes, "No" or "NA". State law requires updating the agricultural use values.**17. Income-producing properties**

- Collected income and expense information – check which applies "Yes, "No" or "NA"
- Calculated from market or obtained from a credible source – check which applies "Yes, "No" or "NA"

**18. Personal property**

- Discovered – check which applies "Yes, "No" or "NA"
- Returns sent – select the appropriate date from the dropdown calendar or check "NA"
- Valued – check which applies "Yes, "No" or "NA"

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**Section 2 – Scope of Work (p. 5-6)**

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**Work Activity** – includes the analysis and consideration of the highest and best use of property, along with the location, physical, economic, and legal aspects associated with the taxable properties.

Work Activity						
Class Code	Class Type	Parcel Count	Full Revaluation	Exterior Revaluation	Interim Market Update	Review/ Maintenance
Class 1	Residential	72	100 %	0 %	0 %	0 %
Class 2	Commercial	328	25 %	25 %	25 %	25 %
Class 4	Agricultural	9	0 %	75 %	25 %	0 %
Class 5	Undeveloped	1	100 %	0 %	0 %	0 %
Class 5m	Agri Forest	2	0 %	100 %	0 %	0 %
Class 6	Prod Forest	3	0 %	0 %	100 %	0 %
Class 7	Other	0	0 %	0 %	0 %	100 %
Personal Property		45	58 %			

**Table Information**

- Parcel Count column auto-fills with information from the SOA. If needed, you can override the numbers. Schedule submittal of SOA with the county.
- Enter a percentage in each field that adds up to 100%

- You must have an entry for each field. If you do not have a parcel count for a class type, enter "0%" for every field in that row.
- An error occurs if a row does not total 100%
- If you enter 100% in a field, the rest of the fields in that row auto-fill with "0%"

#### Definitions of terms used in the table above:

##### Full Revaluation

1. Field review and verify Class 4 – 7 classification changes
2. Inspect the interior and exterior of all parcel improvements, measure, photograph, and sketch the buildings and map the layout of Class 7 farm set building
3. Identify land sizes and verify classifications
4. Conduct sales validation/verification inspections and analysis; and report results
5. Conduct inspections of significant building permit activity to update PRC attributes
6. Create new or recalibrate existing automated valuation models (AVMs) and update individual valuation models for unique property to assess all properties
7. On-site reviews to verify personal property accounts and physically inspect/audit assets

##### Exterior Revaluation

1. Field review and verify Class 4 – 7 classification changes
2. Inspect the exterior of all parcel improvements
3. Measure, photograph, sketch the buildings, and map the layout of Class 7 farm set buildings
4. Identify land sizes and verify classifications
5. Conduct sales validation/verification inspections and analysis, and report results
6. Conduct inspections of significant building permit activity to update PRC attributes
7. Create new or recalibrate existing automated valuations models (AVMs) and update individual valuation models for unique property to assess all properties
8. On-site reviews to verify personal property accounts, without physical inspection/audit of assets

##### Interim Market Update

1. Field review and verify Class 4 – 7 classification changes
2. Conduct sales validation/verification inspections and analysis; and report results
3. Conduct inspections of significant building permit activity to update PRC attributes
4. Recalibrate existing automated valuations models (AVMs) to appraise all properties and update individual valuation models for unique property based on sales analysis
5. On-site reviews to verify personal property accounts, without physical inspection/audit of assets

##### Review/Maintenance

1. field review and verify Class 4 – 7 classification changes
2. Inspect the new construction, demolition, splits, combinations, reclassifications and annexations
3. Conduct sales validation/verification inspections and analysis; and report results
4. Conduct inspections of significant building permit activity to update PRC attributes
5. On-site reviews to verify personal property accounts, without physical inspection/audit of assets

#### Scope of work notes *New in 2017- all notes fields pre-fill with prior year information*

In this area, provide a narrative of the work you performed in 2016. Include a high level explanation of the work you completed. Examples may include: number of questionnaires mailed out for use-value inspections; additional efforts expended on discovery, listing, valuation, sketching; and the creation of electronic records. **Note:** Use the scope of work notes as the basis for your presentation to the local BOR.

##### Scope of work notes:

Scope of Work Notes

?

3. ☐ Check if you are providing an attachment(s), labeled: Section 2 - Scope of Work



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## Section 3 – Assessment Statistics (p. 7)

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Enter assessment statistics in the provided table. If you need more information on ratio studies, review Chapter 14 of the WPAM. There is no required number of sales for a ratio study.

### A. Current and Prior Year Statistics

Current and Prior Year Statistics						
Major Classes →	Residential		Commercial		Other	
	2017 Assessment Year 2017 Data Year 2016	2016 Assessment Year 2016 Data Year 2015	2017 Assessment Year 2017 Data Year 2016	2016 Assessment Year 2016 Data Year 2015	2017 Assessment Year 2017 Data Year 2016	2016 Assessment Year 2016 Data Year 2015
Number of valid sales		0		0		0
Total assessed value of valid sale parcels		0		0		0
Total sales price of valid sales parcels		0		0		0
Aggregate ratio		0.00		0.00		0.00
Mean		0.00		0.00		0.00
Median		0.00		0.00		0.00
Coefficient of dispersion		0.00		0.00		0.00
Coefficient of concentration		0.00		0.00		0.00
Price-related differential		0.00		0.00		0.00

Table helps explain the relationship of sale prices and assessments:

#### Assessment Year 2016, Data Year 2015

- 2016 statistics compare the January 1, 2016 assessments to the sales that occurred during 2015
- Fields will auto-fill from your 2016 AAR entries
- If the fields do not auto-fill, you will need to enter the data

#### Assessment Year 2017, Data Year 2016

- After the 2017 assessment is complete, a ratio study is conducted to review changes made during a revaluation (if applicable)
- January 1, 2017 statistics compare the January 1, 2017 assessments to the sales from 2016
- Enter the 2017 assessments
- Enter the aggregate, mean and median ratios; coefficient of dispersion; coefficient of concentration; and price-related differential as determined by your analysis of this information

\*\*\*\*\*End of data entry requirements for Maintenance AAR\*\*\*\*\*

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## Section 4 – Valuation (p. 8-9)

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### Valuation Methods

- **Model** – according to International Association of Assessing Officer's (IAAO) Mass Appraisal of Real Property, a model is “a representation of how something works. For purposes of appraisal, a representation (in words or equation) that explains the relationship between value and variables representing supply and demand factors.”
- **Model Specification** – according to IAAO’s Mass Appraisal of Real Property, “Model Specification is the formal development of a model in a statement or equation, based on data analysis and appraisal theory. During model specification, one determines the variables to test or use in a mass appraisal model.”
- **Model Calibration** – from IAAO’s Mass Appraisal of Real Property, “Model Calibration is the development of the adjustments or coefficients from market analysis of the variables to be used in a mass appraisal model.”
- **Model Validation** – validation of the model is accomplished by a ratio study showing the results of the model before and after changes in model specification or calibration.



## Model

- Valuation Summary** – enter the approximate percentage of parcels from each class using the valuation method you applied. Enter 0% in fields **not** utilized. **All** fields **must** be filled in. Verify personal property information.  
**Example 1:** If the municipality has buildings on leased land assessed as personal property, enter the method(s) used to value this property in the Valuation Summary. **Example 2:** If the municipality has mobile homes. Enter the method(s) used to value the mobile homes.
- Analysis of Local Trend** – provide the number of sales utilized in your trend analysis to determine the market trends by class of property. Time trending should be defined under "other" and in Box #5 or in the attachments area. Utilizing various methods to determine a market trend is critical in a declining or rising market. A decrease in sales price of the assessed value indicates declining value when the sales are a statistical representation of the class.

Valuation Summary								
Class Code	Class Type	Land Values From Market	Cost Models			Sales Models		Income Model
			WPAM Costs Volume II	Other Cost Manual	Composite Conversion Factor	Composite Adjust Grid	Statistical Model	Direct or Yield Method
1	Residential	42 %	45 %	43 %		40 %	44 %	41 %
2	Commercial	48 %	51 %	49 %		46 %	50 %	47 %
4	Agricultural							
5	Undeveloped	53 %						
5m	Agri forest	54 %						
6	Prod forest	57 %	60 %	58 %		55 %	59 %	56 %
7	Other	63 %	66 %	64 %		61 %	65 %	62 %
P1	Boats and other watercraft				%			
P2	Machinery, tools and patterns				%			
P3	Furniture, fixtures and equipment				%			
P4A	Other				%			
P4B	Buildings on leased land		%	%	%	%	%	%
	Mobile homes	69 %	72 %	70 %		67 %	71 %	68 %

### 4. Analysis of local trend

Various statistical analyses were performed to determine the current trend in real estate for this jurisdiction. Included in this analysis were 185,000 sales from January 1, 2015 through December 31, 2015. Sales prior to the assessment date are analyzed to determine if the market is stable, appreciating, or depreciating.

#### a. Method(s) used to determine the market trend:

- ☐ Analysis of economic/market trends from outside professional sources  
☐ Analysis of square foot selling price  
☒ Paired sales analysis  
☐ Regression analysis  
☐ Insufficient sales  
☐ Other - explain: \_\_\_\_\_

The period could be one to three years depending on how many sales are available.

Check the box indicating the method you used.

Checking "Insufficient Sales" removes trend entry below.

Based on the above analysis, the local trend for the period January 1, \_\_\_\_\_ to January 1, \_\_\_\_\_ is:

25 % per year (indicate positive or negative annual trend) - Residential

45 % per year (indicate positive or negative annual trend) - Commercial

Could be shorter than above.

## Section 5 – Land Valuation (p. 10-12)

**Previous year sales** – enter the number of land sales in each class and then check each method you used to value the land.

Class Code	Class Type	Number of Vacant Land Sales
1	Residential	999
2	Commercial	998
4	Agricultural	997
5	Undeveloped	996
5m	Agri forest	95
6	Prod forest	94
7	Other	9

Check all that apply:

### 1. Specification:

Method(s) used for appraising land:

☒ Comparative unit method

☐ Anticipated use or development method

☒ Base-lot method

☐ Capitalization of ground rent

☐ Allocation method

☐ Land residual capitalization

☐ Abstraction method

☐ Other \_\_\_\_\_

**Note:** If there is a specification explanation, it is located in the Land valuation notes on page 12, or it is attached.

### Class Codes

- Enter market value ranges, not assessed values (ex: market value of agricultural land **not** use value and full market value of undeveloped land)
- Provide the minimum and ACRE field

<b>Class 1 - Type: Residential</b>	Approximate Unit Value Range			+
	Type	Minimum	Maximum	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Class 2 - Type: Commercial</b>	Approximate Unit Value Range			+
	Type	Minimum	Maximum	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Class 4 - Type: Agricultural</b>	Approximate Unit Value Range			+
	Type	Minimum	Maximum	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Class 5 - Type: Undeveloped</b>	Approximate Unit Value Range			+
	Type	Minimum	Maximum	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Class 5m - Type: Agri forest</b>	Approximate Unit Value Range			+
	Type	Minimum	Maximum	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Class 6 - Type: Prod forest</b>	Approximate Unit Value Range			+
	Type	Minimum	Maximum	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Entry required for each ACRE field.

The unit value range may display multiple types. Do NOT duplicate types under one class:

## 2. Class Codes

Class 1 - Type: Residential	Approximate Unit Value Range			+
	Type	Minimum	Maximum	
	Acre	450.00	10,500.00	
	X Front Foot	1,000.00	4,500.00	
	X Square Foot	85.00	335.00	
Class 2 - Type: Commercial	Type	Minimum	Maximum	
Class 5 - Type: Undeveloped	Approximate Unit Value Range			+
	Type	Minimum	Maximum	
Class 6 - Type: Prod forest	Approximate Unit Value Range			+
	Type	Minimum	Maximum	

To add a unit value range click the + symbol and enter values. DO NOT duplicate Types.

## Influence Factors

These are applied to individual parcels to account for external influences due to location, shape, size, view or topography. Those influences can either be positive or negative.

### Examples:

- **Positive influence:** Location adjacent to a park
- **Negative influence:** Residential lot located next to a landfill

Influence factors are determined by analyzing vacant sales and looking at the indicated land residual of improved sales.

Enter the influence factor reasons. Enter "NA" if there are none.

Influence factors in the jurisdiction were applied for the following reasons:

Class Code	Class Type	Reasons for Influence Factors	
Class1	Residential	Zoning, traffic, water, noise	
Class 2	Commercial	Zoning, traffic, water, noise	
Class 4	Agricultural	Soil type	
Class 5	Undeveloped	Zoning, traffic, water, noise	
Class 5m	Agri forest	Zoning, traffic, water, noise	
Class 6	Prod forest	N/A	
Class 7	Other	Zoning, traffic, water, noise	

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## Section 6 – Improved Property Valuation (p. 12-16)

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### Cost Approach (p. 12)

#### 1. Specification

Identify the source of the cost approach model

Check all that apply:

**Technique(s) used to determine model specification:**

- ☒ Volume II of the *Wisconsin Property Assessment Manual* used to specify residential, apartments, agricultural property, and other
- ☐ Marshall Valuation Services used to specify commercial property
- ☐ I developed my own model specification
- ☒ Other cost (identify) My other cost approach

#### 2. Calibration:

The cost model is calibrated by studies of new construction. Volume II of the Wisconsin Property Assessment Manual (WPAM) provides cost figures for residential, apartment, and agricultural property. The figures in the WPAM were developed by a professional mass appraisal firm and were published as of 2001 and are maintained annually by the publication of local modifiers.

Local modifiers have two components:

- **First is a modifier for location** – an adjustment from a central geo-source to all other locations (ex: The central source in year one would have a location modifier of 1.00. A distant location where materials and labor are less expensive may have a location modifier of .95.)
- **Second is a modifier for time** – represents a component that reflects the change in material and labor cost from year to year (ex: Three years after the original cost analysis, the costs may have increased by 15%; therefore, the modifier would be 1.15)

Depending on the cost service, the modifiers may be combined and provided as one figure or they may have to be built-up from individual figures. Modifiers are usually presented by factors which can be chain-multiplied to derive a final figure.

Check all that apply:

**Technique(s) used to determine model calibration:**

- ☐ Volume II of the *Wisconsin Property Assessment Manual* used for residential, apartments, agricultural property, and other
- ☐ Marshall Valuation Services used for commercial property
- ☒ I developed my own cost figures
- ☐ I validated the multiplier (as supplied in WPAM, Volume II)
- ☒ I developed my own depreciation tables

### Sales Comparison Approach (p. 14)

#### 1. Specification:

There are several models that can be typically applied using sales comparison. The first is the traditional sales comparison approach whereby the appraiser selects recent sales of similar properties that are located in the same neighborhood as the subject property. The appraiser then adjusts the sales to make them similar to the subject. The resulting adjusted sales prices are then used to estimate the likely selling price of the subject. Multiple regression analysis uses a statistical method to analyze sales. The process analyses the variance in selling price in terms of property attributes. The result is an equation that can be used to estimate value for unsold properties. The process also generates figures that can be used in the traditional sales comparison approach as described above. The method requires a number of sales that represent a sufficient sample of the total parcel base.

Check all that apply:

**Specification(s) used to establish the model:**

- ☒ Sales comparison
- ☐ Multiple regression analysis
- ☐ Other - explain: \_\_\_\_\_
- ☐ Not applicable - insufficient sales

**Sales not used text box and attachment Section 6B. 1a – Sales Not Used (p. 14)**

The number of valid sales provided on p.14 box # 11 and those identified in Section 3 – Assessment Statistics (p.7) reflect the number of valid sales. If these two entries do **NOT** match, provide an explanation in the **Sales not used text box** and include the list of sales not used as an attachment. Note: some valid sales may not be used for ratio purposes: explain why these valid were not used.

Sales not used:

11. ☐ Check if you are providing an attachment(s), labeled: Section 6B.1a - Sales Not Used

14

**2. Calibration – Model Calibration:**

The process of determining the actual adjustment amounts for the traditional sales comparison approach is calibration. There are several ways to determine the adjustment factors for use in the sales comparison approach. The appraiser can (a) simply compare unadjusted sale prices, (b) use cost figures for adjustment, (c) use paired-sales analysis to determine adjustments, or (d) use a statistical analysis such as regression to determine the adjustments.

Check all that apply:

**Calibration technique(s) used:**

- ☐ Sales listing showing property attributes
- ☐ Sales comparison approach with adjusted comparables
- ☒ Multiple regression analysis
- ☐ Other - explain: \_\_\_\_\_
- ☐ Not applicable - insufficient sales

**3. Validation**

Under any of the calibration methods, it is important to validate the depreciation tables. According to WPAM, "The assessor should study the CDU rating system with its definitions, keeping in mind that the tables are only guides and the true measure of depreciation must be obtained from market studies. With valuation experience, the tables can be refined to give adequate residual, or percent good estimates...the assessor will find these tables extremely useful for being consistent in depreciation considerations." A step-by-step discussion of depreciation analysis is presented on pages 135 through 156 of IAAO's Mass Appraisal of Real Property.

The assessor needs to validate any selected model by comparing the estimated values for those properties that sold to the actual sale prices. The smaller the difference, the more accurate the model.

Check all that apply:

**Sales comparison model was validated by:**

- ☒ Comparing the value estimates using the model against the sale prices
- ☐ Other - explain: \_\_\_\_\_
- ☐ Not applicable - insufficient sales

### Income Approach (p. 16)

Describe steps taken to develop an income approach to value and attach a copy of your income and expense survey. Check the box for the specification, calibration, and validation methods used.

<b>1. Specification:</b>  There are two models (Direct and Yield) that can be used to appraise commercial properties using the income approach. <b>Specification(s) used for the income approach:</b>  <input checked="" type="checkbox"/> Direct Capitalization <input type="checkbox"/> Yield Capitalization <input type="checkbox"/> Other - explain: _____ <input type="checkbox"/> Not applicable  If there is a specification explanation, it is located in the Income approach notes below, or it is attached.
<b>2. Calibration:</b>  <b>Calibration(s) used for the income approach:</b>  <input checked="" type="checkbox"/> Data from market <input type="checkbox"/> Data from professionally acceptable sources <input type="checkbox"/> Other - explain: _____ <input type="checkbox"/> Not applicable
<b>3. Validation:</b>  <b>Validation used to test the income model:</b>  <input checked="" type="checkbox"/> Comparing the value estimates using the model against the sale prices <input type="checkbox"/> Other - explain: _____ <input type="checkbox"/> Not applicable - insufficient sales

### Additional Comments (p.17) Revaluation or (p. 8 - Maintenance)

Additional comments:

Include additional comments for any AAR. These comments are important to your customer in communicating the processes used to discover, list and value property assuring the work was done in accordance with the Wisconsin Property Assessment Manual (WPAM) and state law.

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## **Attachments (p. 17) or (p. 8 – Maintenance)**

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The documents you need to attach vary depending on the type of report you are filing.

### **All assessment types – required attachments**

- Affidavit
- Assessment notice
- Name(s) of help
- PRC sample(s)
- Ratio analysis

### **Full revaluation, exterior revaluation, interim market update – required attachments**

- Revaluation notice
- Sales used
- Sales not used
- Valuation analysis
  - Cost
  - Income
  - Sales

### **Any assessment type – optional attachments**

- BOR notice
- Contract
- Map(s)
- Summary of Open Book Actions (Form PR-130)
- There is no limit to the number of attachments you provide with your report

### **Attachment labelling**

- Name the attachments according to applicable section (ex: Section 6C- Income Approach Notes)
- If attaching more than one attachment – use sequential numbering in the attachment names (ex: Section 6C- Income Approach Notes(1))



## Finalizing your Report

### After completing your report, verify all:

- Information is accurate
- Documents are attached

### Review your report

- After your review and you confirm your report (and all appropriate attachments) is complete, correct and ready to file, select "Yes" to submit your report
- Make sure to save and/or print a copy for your records

**Ready to Submit**

After you confirm the document is complete, correct, and ready to file, select "Yes" and submit your report.

☐ Yes ☐ No

Save a Reusable Copy

Save an Archive Copy

Submit

Print

## Saving and Submitting the Report

### Archive and Reusable Copies

With the Adobe fillable format you are able to save both an archive (static) copy and a reusable (dynamic) copy.

- **Archive (static) copy** – use this type to send to someone for their records (ex: clerk of the municipality)
- **Reusable (dynamic) copy** – saved by you for later use
  - If you are working on the report and are unable to finish the entire report, save it as a dynamic copy and complete the report at a later time
  - Use this type to file an amended report, if needed. DOR reviews the most recent version.

### Attachments

- When you save the report, the attachments are saved separately from the report
- If you are filing an amended report, attach documents before you submit the amended report

### Correcting Errors

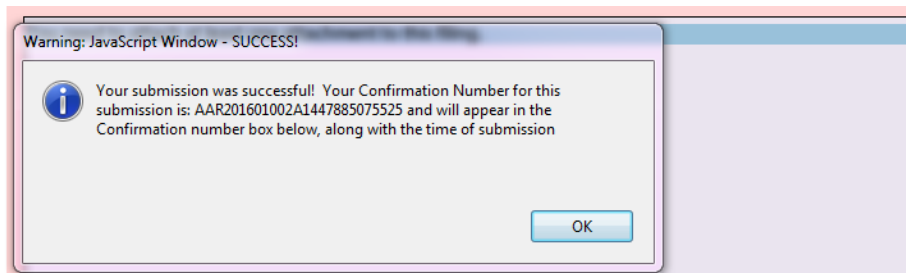
- Errors message(s) will appear (see example below) when you click the "Submit" button
- To correct an error, double click the message to view the error
- Once you correct all the errors, you may submit your report

**Error Messages** - Double click the error message(s) below to view the field(s) that needs correcting.

This is a required field  
Cannot be a future date  
Cannot be a future date  
Cannot be a future date  
Invalid date; cannot be before the 'I signed the affidavit and attached it to the roll on' date above.  
Cannot be a future date  
This is a required field  
This is a required field  
This is a required field  
This is a required field  
This is a required field  
This is a required field

## Confirmation Page

- Time stamp (recording time) and confirmation number are provided with a successful filing
- Save your report after you submit. This will save the confirmation as the last page of your report.
- After you submit, you will see a pop-up window; after you hit OK, you will see a confirmation screen



After you confirm the document is complete, correct, and ready to file, select "Yes" and submit your report.

☒ Yes ☐ No

Save a Reusable Copy      Save an Archive Copy      Submit      Print

**Confirmation**      You successfully submitted your report. Save and/or print for your records.

Recording Time    11-18-2015 16:17:55

Confirmation #    AAR201601002A1447885075525

## Managing your WAMS ID

### User account

- To manage your account, log into the WAMS at: [on.wisconsin.gov/WAMS/home](http://on.wisconsin.gov/WAMS/home)
- Password recovery information is located at: [revenue.wi.gov/eretr/training/recovery.pdf](http://revenue.wi.gov/eretr/training/recovery.pdf)

### When logging into the AAR (PR-800) – [ww2.revenue.wi.gov/Internet/forms/slf/pr-800.pdf](http://ww2.revenue.wi.gov/Internet/forms/slf/pr-800.pdf)

- You can test your administrator privileges by entering the five digit municipal code
- Once your WAMS ID login is accepted, the AAR will pre-fill the these fields: town village or city, county and presided over
- Based on your profile it is possible that you were not granted permission by the Primary Assessor, or your request for authorization was changed

### User account changes

- AAR jurisdictions are modeled after those identified in eRETR and the Municipal Assessment Report (MAR) and Provide Assessment Data (PAD):
  - Jurisdiction approval for Primary Assessors are granted access through the eRETR and DOR Equalization Bureau District Offices
  - Assessor staff is granted jurisdiction access through the Primary Assessor. **Note:** If you have an assessment staff role, contact your Primary Assessor for access privileges.
- Changes made to the managed user list by the primary assessor may change
  - Additional changes are made when the contracted assessor changes
  - After the first of year contracts may change as will approvals
  - It is important that all work in the AAR is completed prior to January 1 to prevent access changes

**For more information on managing WAMS permission, review – eRETR Manage Users System County Procedures Staff Management:** [revenue.wi.gov/eretr/training/manage2.pdf](http://revenue.wi.gov/eretr/training/manage2.pdf)